Approved For Release 2006/08/16 190939A00010007 Rosquelia epe Jours de Doris SUMMARY OF PROCEEDINGS DD/I TRAINING LIAISON OFFICERS METING 21 August 1956 ATTENDANCE: 25X1 Five Percent Training Folicy A large number of queries have arisen among the DDI/TLO's concerning  ${
m X1}$ the implementation of the five percent training policy in the Account PPS/OTR, said that the objective of CIA which puts the five percent training policy into effect, 18 to improve 25x1 the knowledge, skills and capabilities of Agency personnel. If the training taken by an individual has this as its objective, it should be credited toward the 5% goal. The Office of Training was requested to supply the Training Officers,  $\chi_1$ with a list of the creditable training hours, particularly for area and language courses, in the OTR Bulletin. said this additional Amformation could be provided. The question arose concerning correspondence courses given by the National Radio Institute and the Capitol Radio Engineering Institute and whether or not OTR will give the student the credit allowance or whether the individual DD/I component concerned will determine the amount of credit. promised to check into this matter. 25X1 If any further expstions arise concerning the five percent training policy edvised the Training Officers to contact rive a decision an individual problems or who will contact oither in OTR. This document part of classified 25X1 integrated file. NAME CHECK required CONFIDENTIAL prior to individual classification action. DOX NO.\_\_FLD NO.\_\_DOC. NO. 5\_NO CHANGE

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2. Professional Typing Course and Agency Testing for Clericals	25X1
announced that the typing course for professional persowill be offered again on 24 September through 16 November from 7:30 a. 8:15 a.m., daily, for eight weeks. Deadline date for registration for typing course is 17 September. The course will be given in Quarters I Room 2702, Wing H, second floor. will be the instructor.	m. to
The Clerical Refresher courses will resume again in September. The required pretesting for these courses will be given on September 6th. However, if a clerical employee is unable to take the necessary pretes on this date, arrangements may be made with to give the todaying the last week in August.	ting
Agency testing for clericals is now being done by the Clerical Resident on 28 August.  Information.  Agency testing for clericals is now being done by the Clerical Resident on the clerical Residen	ll be
	25X1
3. Effective Speaking Course and Effective Writing Course	
of the Intelligence School announced that there will two courses offered in September on Effective Writing. The first course will be offered from 25 September to 27 November (each Tuesday) and the second from 27 September to 6 December (each Thursday), from 8:45 to 10:45.  will be the instructor and each class will be limited to 20. Closing date for registration is 31 August.  The Effective Speaking course will be offered from 10 September to 17 October for two hours each Monday and Vednesday. This class is desifor those intelligence officers and others who have a responsibility fo briefings or presentations of intelligence information. The course covider elements of rubble concluders and others who have a responsibility for the basic elements of rubble concluders.	25X1 25X1 .gned or oral.
the basic elements of public speaking and provides students with practi	Ce <sup>XI</sup>